

19 December 1950

MEMORANDUM FOR: Assistant Directors and Chiefs of Offices
FROM : Chief, Administrative Services
SUBJECT : Night Shuttle Service for Female Personnel

1. In order to provide transportation for female personnel performing overtime duty, and leaving Agency buildings between 6:00 PM and 9:00 PM, a shuttle will be established effective this date, operating from the Administration Building to 10th Street and Pennsylvania Avenue, N.W.

2. The shuttle service will be performed by a station wagon and will operate every half hour, starting at 6:00 PM, with the last trip leaving the Administration Building at 9:00 PM. There will be a sign in the lower right corner of the windshield reading "CIA SHUTTLE".


3. Stops will be made at the entrance to "M" Building on 26th Street and at the Memorial Circle stop for those persons from "K" and "L" Buildings. The shuttle will operate East on Constitution Avenue to 15th Street, then North to Pennsylvania Avenue, then East to 10th Street.

4. Passengers may be discharged at any intermediate point enroute.

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L. R. HOUSTON *LH*
W. L. PFOZNY-MER *WLP*



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